

**DATE:** September 16, 2021 **AGENDA ITEM:** C

**TO:** BSCC Chair and Members

**FROM:** Kasey Warmuth, Chief of Research, [kasey.warmuth@bscc.ca.gov](mailto:kasey.warmuth@bscc.ca.gov)

**SUBJECT:** Updated Grant Proposal Evaluation Process: **Requesting Approval**

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## Summary

This agenda item requests Board approval of the *Grant Proposal Evaluation Process* (September 2021, Attachment C-1), an update to the February 2020 *Grant Proposal Evaluation Process*, that reflects two modifications:

- A shift to a six-point rating scale which provides a zero (0) rating in the event no information related to a rating factor is provided in a grant proposal.
- A process for resolving ties between two or more proposals with identical proposal scores.

## Background

One of the responsibilities of the BSCC is to award competitive grant funds to local government entities and nongovernmental, community-based organizations for a wide variety of purposes set forth in federal and state law. The *Grant Proposal Evaluation Process* outlines the process by which grant proposals are evaluated to ensure the awards are based on the strength of the proposal and the excellence of the proposed projects.<sup>1</sup> The goal of the proposal evaluation process is to provide a reliable, valid, and fair system for ranking proposals according to merit. The ultimate objective of the process is to select proposals for funding that most completely satisfy the criteria established by the California Legislature, the federal government, and the BSCC Board.

The latest version of the *Grant Proposal Evaluation Process* (February 2020) was approved by the Board on February 13, 2020. Key modifications made at this time included the multiple-panel rating process, elimination of the discussion of ratings, and technical decisions regarding the management of a missing rater. These modifications were made to address changes over the last few years related to BSCC grant responsibilities that impacted the nature of the evaluation process.

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<sup>1</sup> Penal Code section 6024, subdivision (d), requires that the BSCC establish priorities for the use of funds as are available pursuant to federal acts and approve the expenditure of all funds pursuant to such federal acts, while Penal Code section 6027, subdivision (b)(5), requires the Board to develop comprehensive, unified, and orderly procedures to ensure that applications for state and federal grants are processed fairly, efficiently, and in a manner consistent with the mission of the board.

Since February 2020, staff identified two modifications to the process that were necessary. These modifications are outlined below and reflected in the update version of the process document – *Grant Proposal Evaluation Process* (September 2021).

1. *A zero (0) point on the rating scale.*

The shift from the five-point rating scale to a six-point rating scale provides a zero (0) rating in the event no information related to a rating factor is provided in a grant proposal.

2. *A standardized tie-breaking process.*

A standardized written process for breaking ties between proposals with identical proposal scores was needed.

### **Recommendation/Action Needed**

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Staff recommends that the Board:

1. Approve the updated *Grant Proposal Evaluation Process* (September 2021) and authorize its posting on the BSCC website.
2. Authorize staff to follow the approved *Grant Proposal Evaluation Process* (September 2021) for all ESCs moving forward, including those currently convened and in the process of grant development.

### **Attachments**

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C-1: Grant Proposal Evaluation Process: Technical Report (September 2021)

Provided with track changes to readily identify modifications to the document.